

19.135 ANNUAL VACATION POLICY

Reference:

City of Cincinnati Administrative Regulations
City Personnel Policies and Procedures
Current City/FOP Contract
Current City/AFSCME Contract
Standards Manual 22.2.1

Purpose:

Ensure compliance with City Personnel Policies and Procedures and current City/FOP and City/AFSCME contracts.

Provide a timely and fair way of selecting and taking vacations.

Enable bureau commanders to project manpower levels.

Procedure:**A. Annual Vacation:**

1. District/section/unit commanders will manage vacation selections of personnel to ensure an adequate manpower level.
2. Each sworn employee and permanent civilian Division 1 employee receives annual vacation leave according to the current wage contract.
3. Each permanent civilian Division 0 employee receives annual vacation leave according to City Personnel Policies and Procedures.
4. An employee does not have to take an annual vacation. An employee may accumulate vacation time according to the maximum accumulation schedule.

- a. Each employee is responsible to ensure accrued vacation does not exceed the maximum accumulation stated in the current wage contract or City Personnel Policies and Procedures.

B. Vacation Selection:

1. Bureau, district, section, and unit commanders will appoint acting commanders during their vacation absence.
2. The vacation year consists of 26 two week blocks beginning with the first change day on or after January 1st of each year.
 - a. Employees may pick one week or one consecutive two week vacation in each round of selection. The number of rounds will be determined by the amount of vacation time an employee has accrued in one year.
 - b. A vacation week begins on Sunday and ends the following Saturday.
3. Units must have the vacation schedule completed and posted by the first Monday in March.
4. Employees transferred after vacation selection will not have to change previously approved vacation time.
5. Police officers and specialists selecting together will pick vacations by seniority within established work groups (shift, unit, office, etc.).
 - a. Selections within the work group are by seniority determined by date of appointment as a police recruit.

- 1) If two or more officers were appointed recruits on the same day, vacation selection seniority is determined by the employee's numerical grade on the overall entrance level eligibility list.
6. Vacation selection in the sworn ranks above police specialist is by seniority within the work group determined by date of appointment to the current rank.
 - a. If two or more employees in the same work group were promoted on the same day to the same rank from the same overall promotional eligibility list, vacation seniority is determined by final overall numerical promotional examination ranking.
7. Civilian employees will select vacations within the work group by classification and then seniority determined by the employee's appointment date to that classification.
 - a. Exception: When two employees with separate but equal (according to pay scale) classifications operate in the same work group, their vacation selection will be combined. Seniority in either classification will be the determining factor.
 - b. If two or more employees in the same work group were promoted on the same day from the same or equal (according to pay scale) overall promotional eligibility list, vacation selection seniority is determined by their final overall numerical promotional examination ranking.
8. Sworn employees reinstated from resignation have vacation seniority credited from the date of reinstatement.
9. An employee reinstated from retirement to his former position retains credit for seniority earned before retirement.

10. Employees restored from military service, layoff, retirement, or a retiree hired for a different job with no break in service keep their original seniority date.

C. Vacation Time:

1. Supervisors may grant non-preselected vacation time in any time increments provided enough personnel are on duty to meet service demands.
2. Employees will document use of vacation time by submitting an Application for Leave of Absence (Form 25S) to the unit commander.

D. Special Provisions:

1. An employee hospitalized while on vacation will have his status changed from "Vacation" to "Sick with Pay" for the actual days hospitalized.
2. A sworn employee on injured-with-pay (IWP) status will earn vacation time at the normal rate.
3. A sworn employee on vacation and called in for emergency duty may choose:
 - a. Pay at time and one half instead of regular vacation, or
 - b. Regular pay plus another day of vacation.
4. A civilian employee on injured-with-pay (IWP) status does not earn vacation time at the normal rate.
5. A civilian employee on vacation and called in for emergency duty may choose:
 - a. Pay at double time plus regular pay for the vacation, or
 - b. Pay at double time and take the vacation later.

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